

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Highway Patrol Sergeant**

**Class Code: 666654**

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### **A. Purpose:**

Supervises and directs a squad of Highway Patrol Troopers or motor carrier enforcement personnel or carries out administrative or training functions within a Highway Patrol district office or Division Headquarters to direct division personnel and carry out district or division programs or operations.

### **B. Distinguishing Feature:**

Highway Patrol Sergeants supervise and direct a squad of troopers or motor carrier enforcement personnel, or carry out administrative or training functions for a Highway Patrol district office or division headquarters.

Highway Patrol Lieutenants direct district field operations to include supervision of squad sergeants, or direct special enforcement or administrative activities within division headquarters.

Highway Patrol Captains direct a Highway Patrol District which includes responsibility for all uniformed and civilian staff assigned to that district, monitoring enforcement activity within the district, and ensuring goals, objectives, and the mission of the Highway Patrol are carried out.

Highway Patrol Troopers patrol an assigned area to ensure compliance with traffic and criminal laws, provide capital security, and assist other law enforcement agencies.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Squad sergeants carry out field operations and administrative duties and supervise a squad of troopers or motor carrier enforcement personnel within the district to ensure conformance with division policies and goals and state laws.
  - a. Plans enforcement activities for the squad and maintains uniform enforcement efforts based on patrol policy and procedures.
  - b. Ensures compliance with division rules and regulations.
  - c. Documents disciplinary problems and reports such actions through the chain of command.
  - d. Maintains familiarity with traffic flow, accident statistics, highways, and other situations or conditions which may affect or alter enforcement efforts.
  - e. Prepares work schedules and initially authorizes leave.
  - f. Evaluates the duties and performance of assigned staff.
  - g. Guides and assists members in criminal investigations and the preparation of court cases.
  - h. Participates in truck checks, traffic safety checkpoints, or other enforcement activities to monitor and evaluate staff.
  - i. Reports verbal or written complaints against assigned personnel and investigates or assists in investigating complaints as requested.
  - j. Assists assigned personnel with personal or job related problems.
  - k. Takes command of emergency situations when serving as the ranking officer and reports emergency situations through the chain of command.
  - l. Conducts inspections of equipment and recommends necessary repairs, replacements, or alterations.

- m. Maintains awareness of situations that may affect the attitude, judgement, or performance of assigned personnel and provides recommendations or solutions to resolve problems.
  - n. Obtains and relays information.
  - o. Selects and designates a subordinate, with the approval of the district commander, who shall function as an acting squad leader when the incumbent is absent or unavailable.
2. Administrative sergeants are responsible for the day to day administrative activities of a district office to assist the district commander.
- a. Supervises office procedures and activities and is responsible for data collection, filing systems, inventory, supplies, and research and planning activities.
  - b. Supervises clerical support staff and is responsible for evaluating their performance.
  - c. Coordinates district training efforts with the field lieutenant and division training officer.
  - d. Supports the field lieutenant in providing an efficient and effective enforcement program, providing reports, data, studies, and other materials.
  - e. Acts as a liaison with Division Headquarters on all matters involving fleet and equipment maintenance and supply.
  - f. Conducts the periodic physical fitness testing of all uniformed members assigned to the district.
  - g. Conducts inspections of equipment used by district staff and recommends necessary repairs, replacements, and alterations.
  - h. Maintains knowledge in the areas of motor carrier and traffic law, motor carrier rules and regulations, and other applicable laws to provide accurate information and support as requested.
  - i. Supervises and evaluates the district computer program and needs, coordinates efforts with district and division staff, and supervises office staff in the entry and retrieval of data.
  - j. Reviews and verifies the timeliness and accuracy of data entered into the computer system and ensures compliance with procedures.
  - k. Assumes full command and authority for the district in the absence of the commander and field lieutenant.
  - l. Handles general inquiries for information relating to motor carrier transportation and provides inter-governmental liaison.
3. Carries out the duties as the training officer, if assigned, developing and implementing training functions for the division to ensure recruits receive the proper training and all division personnel receive the necessary training to perform their assigned duties.
- a. Researches and assembles recruit training materials and curriculum.
  - b. Maintains current training curriculum.
  - c. Researches and prepares in-service training materials.
  - d. Identifies training needs for the division.
  - e. Develops sources of instruction.
  - f. Conducts training.
  - g. Arranges for instructors for training.
4. Performs other work as assigned.

#### **D. Reporting Relationships:**

Reports to a Highway Patrol Lieutenant or Captain. Supervises Highway Patrol Troopers, Motor Carrier Inspectors, Port of Entry Managers, or clerical support staff.

## **E. Challenges and Problems:**

Challenged to deal with the amount of paperwork that is required to supervise troopers in a squad. This is difficult because the sergeant must track each individual trooper's patrol activity, patrol cars, and physical and in-service training and updates. A challenge for the training sergeant revolves around the recruitment of new troopers and developing and maintaining current curriculum. This is difficult because of the need to coordinate instructors, curriculum, and times for recruit classes while utilizing the most recent methods.

Typical problems include dealing with conflicts or changes in schedules, maintenance problems with equipment, responding to and dealing with irate public and complaints, development of training programs and keeping them current, conflicts among other law enforcement groups or agencies, explaining changes in laws and policies, explaining complex laws to violators when those laws vary from state to state, keeping up with objectives when staff are gone or assigned to other activities, investigating violations of patrol policy, resolving staff problems, adjusting to unexpected changes, keeping abreast of changes in laws and policies, taking command in emergency situations, and maintaining and carrying out the administrative functions of the office.

## **F. Decision-making Authority:**

Decisions made include recommendations for disciplinary actions, when to initiate the investigation of a complaint, when and where to make arrests, assigning staff to special events, initial work schedules, how to supervise pursuits or accidents, whether policies or standards are being adhered to, and how to operate the training program.

Decisions referred include what to do when staff are involved in an accident, final decisions on disciplinary actions, assignment of duty stations and approval of transfers, changes in policies, whether recommended training programs will be carried out, the assignment of staff to special events, and how to deal with politically sensitive issues.

## **G. Contact with Others:**

Daily contact with state's attorney offices to deliver court papers and discuss issues; daily contact with the public to give and receive information and to enforce criminal and traffic laws; and daily contact with other law enforcement agencies to give and receive information; weekly or as needed contact with other state, local, and federal agencies to coordinate activities and share information.

## **H. Working Conditions:**

Work is performed in a typical office environment. When working out of an assigned patrol vehicle they are subject to the same conditions experienced by a trooper.

## **I. Knowledge, Skills, and Abilities:**

Knowledge of:

- arrest, search, and seizure laws;
- traffic and motor carrier laws;
- division policies and procedures;
- effective methods of supervision;
- geography of the state;
- duties of a trooper.

Ability to:

- deal tactfully with others;
- communicate clearly and concisely;
- make quick decisions in emergency situations;
- use and maintain proficiency with assigned weapons;
- maintain assigned vehicle and equipment;
- operate a patrol vehicle;
- deal with varying types of personalities;
- direct the activities of others;
- take command in emergency situations.

**J. Qualifications for Appointment:**

Graduation from high school or possession of a GED certificate and five years of experience as a Highway Patrol Trooper with the state of South Dakota.

**K. Licensure and Certification:**

Possession of a valid South Dakota driver's license. Must be a certified law enforcement officer with the state of South Dakota.